

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: ADOA MSD	
Vendor: GroupLink Corporation	Estimated Cost: \$3,500/yr
Section 2	
Brief description of materials or services: everything HelpDesk software and 12 months of everything HelpDesk Upgrade Protection and Support	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: everything HelpDesk is a proprietary software program owned by GroupLink Corporation. As the software owner, the GroupLink Corporation is the only company authorized to sell and support this product.	
Duration of this Sole Source procurement: 5 years	
Briefly describe the efforts made to seek other sources: ADOA Procurement verified this information via internet search and researching previous purchases. ADOA Procurement obtained verification from Group Link Corporation that there are the sole source providers of this product.	

Send comments to the following individual:

Requesting Agency Contact Information	
Procurement Officer: Christine Fruitman	
Phone Number: 602-542-9158	Email Address: christine.fruitman@azdoa.gov

State Procurement Website Posting Information	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 10/04/2007	Date Closed: 10/12/2007